

CITY OF BURBANK

SENIOR UTILITY ACCOUNTING ANALYST

DEFINITION

Under direction, to perform and lead professional utility accounting functions; prepare advanced financial and budgetary reports, analysis, and footnotes; and perform related work as required.

ESSENTIAL FUNCTIONS

Leads, reviews, and performs professional utility accounting, financial reporting and budgeting functions; performs utility fixed asset and inventory accounting functions; prepares critical portions of, and reviews and comments on the work of others related to, the annual budget and annual report; monitors utility accounting policies, procedures, and internal controls; prepares complex financial and budgetary reports, analysis, work papers, and footnotes; assists auditors with annual and special audits; provides complex accounting services, to include the interpretation and application of accounting principles; prepares reports and presentations; performs analysis and analytics related to studies and planning for utility cost allocations, utility overhead rates, and utility rate making and design; reviews, reports on, and recommends changes to, cost allocations to and from utility managed funds; ensures compliance with financial contractual obligations and agreements; monitors and manages utility receivables agings and reserves for uncollectables; monitors and manages utility projects and work order aging to ensure timely close-out, billing, and capitalization; assists in long and short term utility revenue, expense, capital, and cash forecasting; assists in risk management, power supply accounting and analysis; provides ad-hoc reporting and guidance on utility accounting, budgeting, and reporting policies, procedures, and practices; reviews the work of accounting and finance staff; supervises, trains, develops, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary actions as needed, up to and including termination; performs special projects and other utility accounting and financial functions.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – principles, techniques, theory, and practices of utility accounting, financial reporting and budgeting; Generally Accepted Accounting Principles (GAAP); analytic techniques; utility regulations, codes, and policies; administrative policies and procedures; principles and practices of sound personnel management and supervision.
- Skill in - computerized accounting systems; computer based spreadsheet, word processing, and presentation software.
- Ability to - maintain and improve advanced automated accounting systems and procedures; communicate effectively both orally and in writing with strong reasoning, analytical, and interpersonal skills; prepare written reports and give effective oral presentations; supervise and direct the work of others; establish and maintain effective working relationships with supervisors, fellow employees, employees of other agencies, auditors, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes but is not limited to: graduation from an accredited college or university with a degree in Accounting, Business Administration, Finance, or a closely related field, and two years of professional utility accounting experience.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.

Desirable Qualifications: CPA, CMA, CFA or MBA.